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30 June 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-46: dated 4 September 1962

STATINTL

[REDACTED] Fiscal Accounting Assistant, GS-7  
Project [REDACTED]

A. Summary of Suggestion

Suggester recommended a ticket service at the Headquarters Building for the exclusive use of Agency personnel.

B. Summary of Evaluations

The suggester pointed out that Agency personnel could get choice seats, discount prices, security protected, and the system could become self-supporting.

It is known that this suggester did, in fact, perform this ticket service for high ranking Agency personnel for several years--a service facilitated by the fact that he had been in the ticket business through family connections for many years.

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The Agency contemplated a ticket service, but this proposal stimulated positive action. According to the Executive Secretary of the Suggestion Awards Committee, this suggestion was submitted on 4 September 1962 at the instance of [REDACTED] who was, at that time, handling theater tickets, etc., for the Agency through this suggester, [REDACTED]

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The Executive Secretary talked to [REDACTED] about it and the result was that although the idea was in the embryonic stage in Benefits and Services Division, depending upon the availability of a personnel slot (in fact, [REDACTED] talked about getting [REDACTED] transferred to him) consideration would be given to the suggestion because it was the first tangible proposition received.

The Benefits and Services Division now has a ticket service, and it does benefit our employees in the way the suggester said it would. But principally, it cuts down on the time wasted in going downtown to get tickets for events.

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The ticket agency does get tickets for operational contacts under cover. They also get tickets for personnel in all buildings in the metropolitan area, and in [REDACTED]. They propose to advertise more in [REDACTED] in the beginning of July, although they have already done some business for [REDACTED] in connection with the Worlds Fair. As a matter of fact, they do about \$200.00 worth of business a day. Ticket Services claims that to a great extent they use the contacts set up for them by this suggester, and they believe that his pioneer work in this Agency in the ticket business is deserving of an award.

ADMINISTRATIVE  
INTERNAL USE ONLY


MINIMAL AWARD - CHARLES H. SMITH

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$50.00 award based on Intangible Benefits (SLIGHT/EXTENDED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion Awards Committee

Award

8 July 1964  
Date

8 July 1964 - Disapproved an award because considered to be a convenience  
of employees, not government.

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ADMINISTRATIVE  
INTERNAL USE ONLY

C-O-N-F-I-D-E-N-T-I-A-L

30 June 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-151: dated 20 January 1964

Electrical Technician, GS-9  
GS-7

OC/DDS

25X1A

A. Summary of Suggestion

**PRESENT METHOD:** An inspection procedure on the R-390 Receiver requires a check of all bands for spurious oscillations by tuning through the 1000 positions of the KC tuning range, once for each of the 32 mc range positions. This is accomplished by hand with a twisting motion of the wrist, due to the design of the tuning knob.

**PROPOSED METHOD:** Suggesters proposed that a simple eccentric crank be placed on the KC tuning knob. The crank can be constructed in approximately 1 1/2 hours from any suitable plastic material. The suggesters used 3/8 inch thick inexpensive plastic cut as per the attached drawing. The yoke fits behind the knob with the screws loose; by placing the unit over the knob, the posts slip into the notches on the tuning knob. When the screws are tightened, the yoke moves forward and the crank is locked in position.

B. Summary of Evaluation

OC-E states that this modification is in use at the Test and Inspection facility [REDACTED] and has proven to be effective. It reduces the time required for testing by 10 to 15 minutes per unit.

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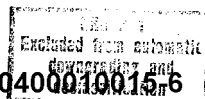
25X1A

This unit was built in the [REDACTED] shop during normal working hours, and although not a directed project, it is considered job related. All test procedures and jigs used at [REDACTED] are undergoing continued improvement; however, this particular slight improvement deserves an award because the problem might never have been uncovered except for the technical curiosity of these suggesters. These technicians are not responsible for re-designing the equipment--they are responsible for keeping it in working order.

The Office of Communications considers this to be in the SLIGHT/LOCAL category.

C. Recommendation of Executive Secretary

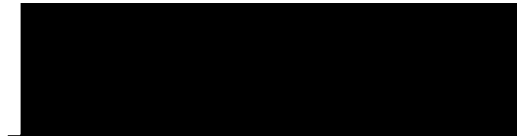
1. Not in line-of-duty.
2. \$50.00 award based on Intangible benefits (SLIGHT/LOCAL).



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D. Decision of Chairman

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Chairman/ Suggestion Awards Committee

\$50

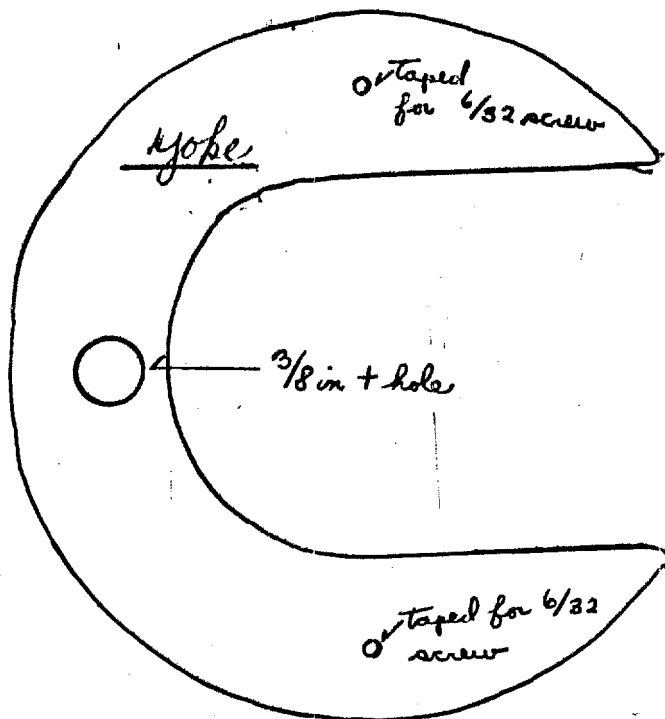
Award

8 July 68  
Date

- 2 -

C-O-N-F-I-D-E-N-T-I-A-L

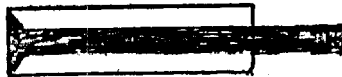
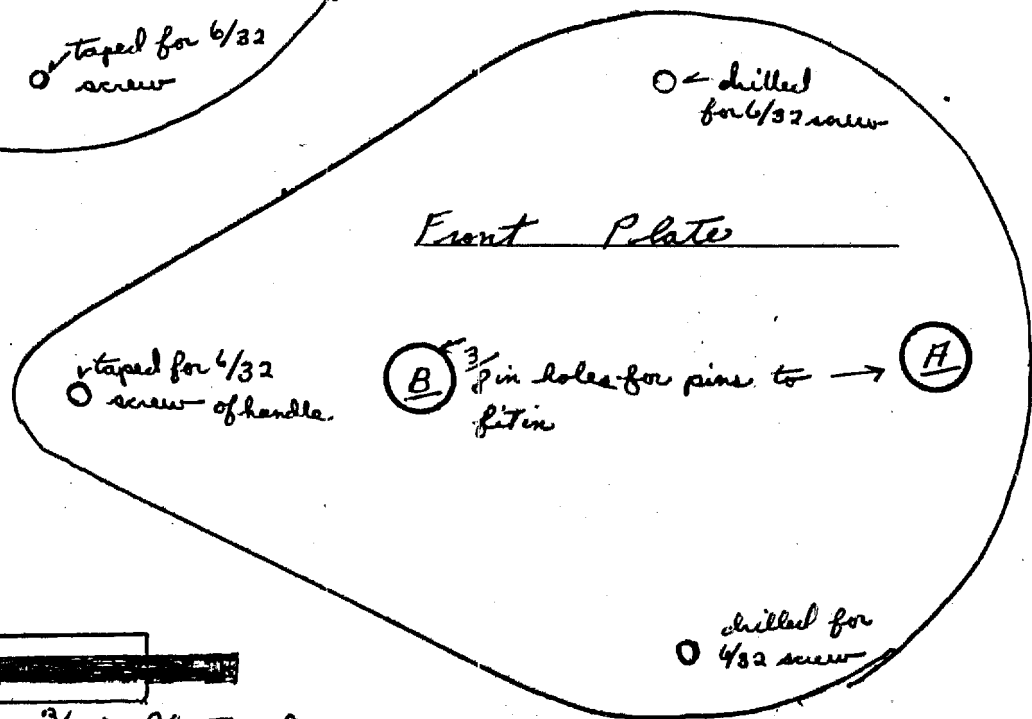
Pins made of  $\frac{3}{8}$  inch round plastic stock



**Pin B**

Pins may have to be filed down on one side a slight amount to allow easy fit over knob.

**Pin A**



Handle  $\frac{3}{8}$  in Plastic rod  
with  $\frac{6}{32}$  screw through center

Handle is locked in place with nut

C-O-N-F-I-D-E-N-T-I-A-L

30 June 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-166: dated 28 January 1964

25X1A

OS/DDS

Personnel Security Officer, GS-12

A. Summary of Suggestion

Suggester designed a form for adoption and distribution to all reviewers for the Security files. This form lists the names, file numbers, and distinguishing data to enable the reviewer to identify the subject. This means that when a file is received with an action request, if it is not identical with the individual named in the request, but the names are similar, a review of the form will more than likely lead to the file needed.

B. Summary of Evaluations

1. Form 2239, "Similar Subject File Notice," was adopted by the Office of Security in May 1964. All branches of Security Records Division use the form. Chief, Clearance Branch, states that in reviewing files, as in the Reinvestigation Program, there are numerous cases with similar names. Also, we are beginning to hire the sons (who are "Juniors") of older staff employees. Chief, Clearance Branch, PSD/OS, estimates that about 40 professional personnel in the Division use the form. Alien Affairs Staff, Security Research Staff, and OSD/Office of Security agreed to use the form in their work.

2. OTR, Medical Staff, and BDP/RID stated the form could not be used to advantage in their file and record procedures.

C. Recommendation of Executive Secretary

1. Not in line-of-duty. (Suggester is a Personnel Security Officer. He is not responsible for designing forms.)

2. \$50.00 award based upon Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

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Chairman, Suggestion Awards Committee

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Award

Date



CONFIDENTIAL

### SIMILAR SUBJECT FILE NOTICE

THE USE OF THIS FORM IS TO RECORD THE EXISTENCE OF MORE THAN ONE SUBJECT FILE WITH A SIMILAR OR SAME NAME.

1. SUBJECT

FILE NUMBER

TYPE CASE

DATE AND PLACE OF BIRTH

2. SUBJECT

FILE NUMBER

TYPE CASE

DATE AND PLACE OF BIRTH

3. SUBJECT

FILE NUMBER

TYPE CASE

DATE AND PLACE OF BIRTH

4. SUBJECT

FILE NUMBER

TYPE CASE

DATE AND PLACE OF BIRTH

DATE

PREPARED BY

25X1A

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30 June 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-202: dated 17 March 1964

STATINTL

NPIC/DDI

Electronic Machine Operator, GS-4

A. Summary of Suggestion

The suggester proposed that whenever a small amount of prints are to be washed daily (500 or less), in the minicard processing operation of NPIC, that a standard garden hose with perforations be used to achieve an ideal wash. (The former practice had been to immerse the prints in a sink that had a poor exchange of water and no agitation.)

B. Summary of Evaluation

NPIC reports that the suggestion was adopted in March 1964. The suggestion is applicable to the minicard processing operation which is a small-size photo processing activity but is not applicable to larger photographic laboratories. The significance of this suggestion is that no one else appreciated the need for better agitation in washing minicard enlargements. The suggester's solution is extremely simple and inexpensive; he used scrap hose already available in the minicard laboratory.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based upon the Intangible Benefits scale (SLIGHT/LIMITED).

D. Decision of the Chairman

Chairman, Suggestion Awards Committee

28  
Award

8 JUL 1964

Date